



Centers for Disease Control
and Prevention (CDC)
Atlanta GA 30333

May 3, 2019

Sent Via Email

Beryl Lipton
MuckRock News
DEPT MR 70835
411A Highland Ave
Somerville, Massachusetts 02144-2516
Email: 70835-22060882@requests.muckrock.com

Dear Ms. Lipton:

This letter is our final response to your Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Freedom of Information Act (FOIA) request of March 25, 2019, assigned #19-00610-FOIA, for:

“The following materials related to the funding, staffing, and activities of this FOIA office:

*****Budget materials*****

For the years 2017, 2018, and 2019, all budget materials or plans applicable to offices responsible for processing and response to FOIA requests and appeals submitted to this Bureau and its offices.

*****Staffing orders/reports/contacts*****

For the years 2017 and 2018, staffing reports and plans, including the count of employee numbers and for offices responsible for processing and responses to FOIA requests and appeals submitted to this Bureau and its offices. If this report is available in a form that includes the total number of hours worked for FOIA personnel, that version would be preferred.

- If reports are available for each month, that version is preferred.
- According to this agency's "About Us" website (<https://www.doi.gov/foia/About-Us>):
“The Department has decentralized its FOIA operations among 13 bureaus and offices, each of which has a Bureau/Office FOIA Officer leading its separately managed and resourced FOIA Program. Secretarial Order 3244 (November 12, 2002) anchored Bureau/Office FOIA Offices within their respective CIOs' Offices. That order was superseded by Secretarial Order 3309 (December 14, 2010), which replaced Bureau/Office CIOs with Assistant Directors for Information Resources and initiated a series of significant ongoing organizational changes as part of the Department's IT Transformation.

Bureau/office FOIA Officers are responsible for tracking, managing and responding to FOIA requests for records in their organization's possession and control, and administering their organization's FOIA programs. In addition to Bureau/Office FOIA Officers, some bureaus/offices also have Regional FOIA Coordinators and Field Offices that process requests. Some bureaus/offices have their program offices (i.e., the offices whose records are the subject of the requests) prepare the responses to FOIA requests. These responses are reviewed by the FOIA Officer or Regional FOIA Coordinator and the appropriate FOIA attorney (when the decision is to withhold information, make a discretionary release, or deny a fee waiver).

- All staffing reports and plans for the year 2019
- If reports are available for each month, such a version is preferred.
- Contact information, including email addresses and phone numbers (if available), for each FOIA officer currently tasked with an open public records request.

*****FOIA requester categories*****

For the years 2017 and 2018, the designated category of each requester of a FOIA request to this office, including those assigned to the following categories:

- commercial;
- educational and noncommercial scientific institutions;
- representative of news media requester;
- all other requesters

- If this information is kept in an aggregate form including the number of requesters by fee category by year, a copy of this report will suffice to fulfill this element of the request.

*****FOIA fee waivers*****

For the years 2017 and 2018, the number of fee waivers granted by this office and, if available, the tracking numbers for the FOIA requests to which waivers were granted

*****FOIA fee collection*****

For the years 2017 and 2018, any report capturing the following information:

- * Total estimated processing and copy fees quoted to FOIA requesters
- * Total processing and copy fees collected by this Bureau from each fee category

- If this information is kept in an aggregate form, such as a FOIA log, that material would be sufficient to satisfy the bullet points "FOIA requester categories" and "FOIA fee collection" if it captures the following information:

- FOIA tracking number
- requester fee category
- amount processing and copy fees associated with the request
- the status of the requester's payment for the request"

We located responsive records (four Excel spreadsheets). The enclosed records include the complete FOIA annual reports for the years 2017 and 2018. Data for the 2019 FOIA annual report does not exist; therefore, we are providing partial data for this annual report. After a careful review of these pages, no information was withheld from release.

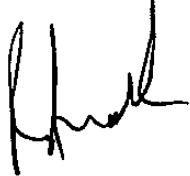
Additionally, contact information, including email addresses and phone numbers, for each FOIA officer currently tasked with an open public records request is as follows:

Roger Andoh
CDC/ATSDR FOIA Officer
Office of the Chief Operating Officer
Office: (770) 488-6277
Email: mhu9@cdc.gov

Bruno Viana
CDC/ATSDR Deputy FOIA Officer
Office of the Chief Operating Officer
Office: 770-488-6246
Email: BViana@cdc.gov

If you need any further assistance or would like to discuss any aspect of the records provided please contact either our FOIA Requester Service Center at 770-488-6399 or our FOIA Public Liaison at 770-488-6277.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Andoh".

Roger Andoh
CDC/ATSDR FOIA Officer
Office of the Chief Operating Officer
Phone: (770) 488-6399
Fax: (404) 235-1852

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